

NRC FORM 114
(5-90)
NRCM-4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE International Relations Spec		ANNOUNCEMENT NUMBER 0124005		DATES 08/13/01	CLOSING (Close of business) O-U-F	EXPIRATION (for "Open Until Filled" vacancies remove posting on this date) 03/31/02	
SERIES 0131	GRADE GG-9/11	KNOWN PROMOTION POTENTIAL TO 13		AREA OF CONSIDERATION <input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input type="checkbox"/> OTHER		TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT <input type="checkbox"/> NOT TO EXCEED	
ORGANIZATION LOCATION Office of International Programs				NAME OF IMMEDIATE SUPERVISOR Janice Dunn-Lee			
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS Occasional					

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only).
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS (ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Incumbent coordinates, implements and plans technical and administrative activities for assigned countries in support of NRC's international nuclear safety cooperation and assistance activities. Recommends policies and procedures regarding specific program activities.

Reasonable accommodations will be made for qualified applicants or employees with disabilities except when doing so would pose an undue hardship on the employing agency.

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have one year of specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE is defined as experience that clearly demonstrates knowledge of the principles and policies of the U.S. government regarding nuclear policies and programs related to principles of international relations.

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW

1. Knowledge of U.S. nuclear policies and programs and nuclear safety developments related to international relations with other countries.

(EXAMPLE: Describe work experience, training, or other activities that indicate your understanding of U.S. nuclear policy and associated foreign

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FOR ADDITIONAL INFORMATION CONTACT Joyce Riner/Kathy Adams E-Mail: JMR Mail Stop: O 3E17A				TELEPHONE	AREA CODE 301	NUMBER 415-3749
SEND APPLICATION MATERIALS TO:						
<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23TR5) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 614 Ryan Plaza Drive, Suite 400 Arlington, TX 76011		

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0124005	08/13/01	O-U-F	03/31/02

QUALIFICATIONS REQUIRED - CONTINUED

VETERANS PREFERENCE: If claiming 5 pt veterans' preference, you must attach a copy of your DDR-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF-15, Application for 10-Point Veterans' Preference, plus the proof required by that form.

Current/reinstatement-eligible Federal employees with status (Tenure Group 1 or 2) will be considered through merit promotion procedures under this announcement and must submit a copy of an SF-50 (Notification of Personnel Action) to verify competitive status or reinstatement eligibility. Status applicants, both NRC employees and others, who wish to be considered under both merit promotion and competitive procedures must submit two complete application packages. If only one application is received, it will be considered under the merit promotion announcement only.

RATING FACTORS - CONTINUED

policy. Include information on your level of familiarity with pertinent treaties, laws, and regulations.)

2. Knowledge of U.S. government rule making (regulation development) or other public policy making activities.

(EXAMPLE: Describe work experience, training, or other activities that indicate your understanding of rule making or other public policy making, especially as this might pertain to export controls.)

3. Demonstrated ability to establish effective working relationships for the purpose of exchanging information on technical or policy subjects, soliciting and summarizing comments, and reconciling or clarifying differing views and opinions.

(EXAMPLE: Describe your education, training and professional experience as they apply to this factor. Please include any experience interacting with the general public and with business representatives or technical specialists to develop, present/receive, clarify or reconcile technical or policy views.)

4. Demonstrated ability to communicate effectively and concisely both orally and in writing. Ability to articulate complex issues in simple and clear terms.

(EXAMPLE: Describe your experience, training and accomplishments with respect to such communication. Provide examples of material you have

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RATING FACTORS - CONTINUED

written which demonstrate concise and clear communication. Provide references to briefings or other presentations on complex issues or subjects.)

5. Demonstrated ability to use information technology (word processing, data base management, e-mail, Internet searches and electronic record keeping) in support of responsibilities and activities of this position.

(EXAMPLES: List the hardware and software that you have used in the last year or two and describe the uses you made of them as they relate to this position. Include information on efforts to learn and apply new information technology in the office.)

NOTE: Breadth of experience in the field, training, awards, and commendations, past and current performance and community activities will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill or ability.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.